



# APPROVED

April 26, 2016

## MINUTES OF THE OCCUPANCY TAX BOARD MEETING

Tuesday, March 29, 2016

Regular Meeting 2:30 P.M.

**CALL TO ORDER AND WELCOME** – The regular meeting of the Occupancy Tax Board was called to order at 2:33 p.m. by Chairperson Jill Cleveland.

### **ROLL CALL**

Members Present: Chair- Jill Cleveland, John Mulcahy, Adam Roe

Members Absent: Josh Ragsdale (one position is vacant)

Three members of the board were present representing a quorum.

Staff Present: Janice Self, Lodgers' Tax Liaison; Martha Morales, Finance Dept.

Others Present: Matthew Sheppard (Roswell Youth Soccer Assoc.), Jim Hill (Rotary Golf Classic), Perry Toles (Bottomless Triathlon)

**APPROVAL OF AGENDA** – Mr. Roe motioned to approve the agenda. Mr. Mulcahy seconded the motion. A voice vote was unanimous and the motion passed; Mr. Ragsdale was absent.

**APPROVAL OF MINUTES** – Mr. Roe motioned to approve the minutes from the February 23, 2016 Occupancy Tax Board meeting. Ms. Cleveland seconded the motion. A voice vote was 2 in favor, zero against and 1 abstain and the motion passed; Mr. Mulcahy abstained and Mr. Ragsdale was absent.

### **PUBLIC COMMENTS**

None

### **PRESENTATION**

#### **3. Projected Lodgers' Tax Fund Balance as of March 28, 2016:**

Ms. Self submitted to the members a worksheet with the projected available balance for the full Lodgers' Tax fund as of March 28, 2016. Ms. Self explained that this is not the bank balance, but the balance of the Lodgers' Tax fund projecting the revenues based on actuals and estimated thru June 31<sup>st</sup>. Expenses are based on actuals and encumbered and expected thru June 31<sup>st</sup>. There were no questions.

### **REGULAR ITEMS (Action Items):**

#### **4. Lodgers Tax Funding Request – Rotary Clubs of Roswell Annual Desert Sun Charity Golf Championship (July 15-17, 2016)**

Mr. Jim Hill was there to present the request for \$3,700.00 (three thousand seven hundred dollars). Mr. Hill informed the board that this is the 26<sup>th</sup> year for the tournament. There was a two year gap in requesting Lodgers' Tax funding because the event went strictly amateur. Last year the tournament went back to the Pro-Am structure. The Desert Sun Golf is also back on

the PGA Point tour which will bring player from all over New Mexico. The tournament is very well received in the professional golf circles. This year more attention will be placed on the requirements for Lodgers' Tax on the brochures, banners and any advertisements. Mr. Mulcahy made the motion to recommend to the Finance Committee that Lodgers' Tax funding in the amount of up to \$1,700.00 (one thousand seven hundred dollars) on a reimbursement basis be provided for this event. Ms. Cleveland seconded the motion. Ms. Cleveland restated the motion and a voice vote was 3 in favor and 0 against, the motion passed; Mr. Ragsdale was absent.

5. **Lodgers Tax Request – Roswell Kick It! 3v3 Soccer Tournament (June 24-25, 2016)**

Mr. Matthew Sheppard was there to present the request for \$3,462.50 (three thousand four hundred sixty-two dollars and fifty cents). Mr. Sheppard informed the board that the event has grown in Roswell the last seven to eight years. The Soccer tournament is a two day tournament which starts in the evening and lasts until Midnight or after. Teams have come from Lubbock and El Paso, Texas and Hobbs, Las Cruces and all over New Mexico. Since these are "kids" teams, families come along. Mr. Sheppard said that the event is hoping to bring 120-130 teams this year. Mr. Mulcahy made the motion to recommend to the Finance Committee that Lodgers' Tax funding in the amount of up to \$1,500.00 (one thousand five hundred dollars) on a reimbursement basis be provided for this event. Ms. Cleveland second the motion. Ms. Cleveland restated the motion and a voice vote was 3 in favor and 0 against, the motion passed; Mr. Ragsdale was absent.

6. **Lodgers Tax Request – 2016 Bottomless Triathlon (July 9, 2016)**

Mr. Perry Toles was there to present the request for \$2,000.00 (two thousand dollars). Mr. Toles informed the board that the event is 2<sup>nd</sup> oldest in the State of New Mexico and will be celebrating the 33<sup>rd</sup> year of the Bottomless Triathlon. Last year the event had more participants than in the past. The event donated to a charity, Harvest Ministries, in 2015. Most advertising will be used for Facebook and registration will be online. Cards will be printed to send to other triathlons and similar events in New Mexico and the surrounding area. Last year participants came from Las Cruces, El Paso and Mexico. The start time will be 30 minutes earlier in order to encourage overnight stays in Roswell. Mr. Mulcahy made the motion to recommend to the Finance Committee that Lodgers' Tax funding in the amount of up to \$2,000.00 (two thousand dollars) on a reimbursement basis be provided for this event. Mr. Roe second the motion. Ms. Cleveland restated the motion and a voice vote was 3 in favor and 0 against, the motion passed; Mr. Ragsdale was absent.

All attendees were informed that the date for the Finance Committee meeting has been set for Thursday, April 7, 2016 at 8:00 a.m.

**Other Business / Non-Action Items / Information Items / Reports (Non-Action Items):**

7. **Reimbursement Report and Event Reports update:**

Ms. Self gave the update report on the Lodgers' Tax funded events status since the February 23, 2016 meeting.

**ADJOURN**

Ms. Cleveland asked if there was any other business.

Ms. Self handed out the December 31, 2015 Lodgers' Tax DFA corrected report copies, explaining that corrections (due to posting problems) were made and the final report was sent in since the last OTB meeting. The additional pages contained actual balances and budget pages to help with understanding report balances.

Ms. Cleveland requested a motion for adjournment.

Mr. Roe made the motion to adjourn and Mr. Mulcahy seconded the motion. A voice vote was unanimous and the motion passed; Mr. Ragsdale was absent.

Ms. Ortega stated that the next scheduled meeting of the Occupancy Tax Board is April 26, 2016.

The meeting was adjourned at 3:09 p.m.

Minutes submitted for approval by Janice Self.

A copy of the written update presented and a copy of the update log and the DFA report may be requested through the City Clerk's office.